

Using Today's Meet to create a Back Channel

1. Go to www.todaysmeet.com
2. In the "Name your room" block, pick a name for your Back Channel. *Note that whatever you name your room will be part of the URL address. It is recommended that your name be short, but specific.

The screenshot shows the 'Create a Room' form on the Today's Meet website. The form includes a text input field for 'Name your room', a dropdown menu for 'Delete the room in' (currently set to 'one week'), and a 'Create your Room.' button. The page also features the Today's Meet logo, a 'Talk. Listen.' section with descriptive text, and a footer with links to 'Blog', 'About', 'Help', 'Privacy', 'Terms of Use', and copyright information for James Socol.

Today'sMeet

Talk. Listen.

Today'sMeet helps you embrace the [backchannel](#) and connect with your audience in realtime.

Encourage the room to use the live stream to make comments, ask questions, and use that feedback to tailor your presentation, sharpen your points, and address audience needs.

Create a Room.

Name your room

Delete the room in

how long will the room data be saved?

By submitting this form you agree to the [Privacy Policy](#) and [Terms](#).

Create your Room.

[Blog](#) | [About](#) | [Help](#) | [Privacy](#) | [Terms of Use](#) | © 2008–2012 [James Socol](#).

3. Select a time frame for the backchannel. Give yourself enough time to log on to the back channel after the training to browse what users posted.

This screenshot shows the 'Create a Room' form with the 'Delete the room in' dropdown menu open. The menu lists several time frame options: 'one week' (selected), '2 hours', '8 hours', '12 hours', 'one day', 'one week', 'one month', and 'one year'. The 'one month' option is highlighted in blue. The rest of the form, including the 'Name your room' field and the 'Create your Room.' button, is visible in the background.

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Create your Room.

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one week
2 hours
8 hours
12 hours
one day
one week
one month
one year

4. Click “Create your Room.”

5. Prior to your Keystones to Opportunity training, you may want to post a welcome message or any other information regarding how you wish the Back Channel to be used. You will first type your name, your message, then click “Say.”



The screenshot shows the Today'sMeet interface. On the left, under the heading "Listen.", there is a message box containing the text "Welcome to the Keystones to Opportunity Universal Design for Learning Training" and a smaller line below it that reads "Heather (presenter) at 1:45 PM, 20 Jul 2012 via web". On the right, under the heading "Talk.", there is a red rectangular box at the top. Below it is a "Message:" label followed by a large blue rectangular input box. To the right of the input box, the number "140" is displayed. Below the input box, there is a line of text that says "By submitting this form you agree to the [Privacy Policy](#) and [Terms](#)." At the bottom right of the "Talk." section is a blue button labeled "Say."

6. Message will appear in the box on the left, with the most recent messages appearing on top.

***Do not forget to post the URL for your today's meet somewhere in the room for participants to access.**

Ex: <http://todaysmeet.com/NameofYourRoom>